

Simple Planning Worksheet

Help potential resource providers clearly understand what you plan to do (objectives), how you plan to do it (strategies), what difference you plan to make (outcomes), and how you will know how well you are doing it (evaluation).

1. **What do you want to be different? (Outcome)** *Briefly describe one thing that will be different as a result of your work. Write a **specific, measureable, attainable, realistic, and time-bound** (SMART) outcome.*
2. **What will you do? (Objectives)** *Create one statement that tells **who will do what by when and to what extent**.*
 - a. Who:
 - b. Will do what:
 - c. To what extent:
 - d. By when:
3. **How will you do this? (Strategies)** *What activities help you achieve your objective? Examples include activities that **plan, engage others, collect information or resources, create, implement, track, or report**.*
 - a.
 - b.
 - c.
4. **What will be different and how will you know? (External Outcomes & Evaluation)**
 - a. *What impact will you have? Describe a SMART outcome in terms of changes in **knowledge, attitudes, skills, behavior, capacity, condition or status**.*
 - b. *How will you measure this impact? (If it cannot be measured within the grant period, describe short-term and continued or long-term means of measuring this impact.)*
 - c. *What other ways will indicate you have made an impact?*